Customizing
Windows Using the Control Panel

Objectives

► **Change the desktop background**
► **Customize the desktop**
► **Change the desktop appearance**
► **Change desktop screen settings**
► **Set the date and time**
► **Work with fonts**
► **Add a scheduled task**
► **Customize the taskbar**
► **Customize the Start menu**

STOP *If you are concerned about changing the aspects of Windows XP and do not wish to customize, simply read through this unit without completing the steps, or click the Cancel button in any dialog box where you could make a change and don't click the Apply button when instructed.*

In this unit you'll learn how to customize Windows XP to suit your personal needs and preferences. You can adjust most Windows features through the Control Panel, a central location for changing Windows settings. The **Control Panel** contains several icons, each of which opens a dialog box or window for changing the **properties**, or characteristics, of a specific element of your computer, such as the desktop, the taskbar, or the Start menu. Each icon represents an aspect of Windows that you can change to fit your own working habits and personal needs. For example, you can use the Display icon to change the background picture or color of the desktop, or the Taskbar and Start Menu icon to customize the taskbar and Start menu. John Casey needs to change some of the settings on his computer to make his computing environment more attractive and efficient.

Changing the Desktop Background

The desktop **background**, or wallpaper, is a picture that serves as your desktop's backdrop, the basic surface on which icons and windows appear. You can select a background picture and change how it looks using the Desktop tab in the Display Properties dialog box. Once you select a background picture, you can display it on the screen three different ways: **Tile** displays the picture consecutively across the screen; **Center** displays the picture in the center of the screen; and **Stretch** enlarges the picture and displays it in the center of the screen. Instead of selecting a background picture, which can sometimes make icons on the desktop difficult to see, you can also change the background to a color. ✒ John wants to choose a background for his desktop.

Steps 1 2 3 4

1. Click the **Start button** on the taskbar, click **Control Panel**, then click **Switch to Classic View** in the left pane under Control Panel if necessary
   The Control Panel opens, as shown in Figure E-1. Each icon represents an aspect of Windows that you can change to fit your own working habits and personal needs.

2. Click the **Restore Down** button in the Control Panel window if necessary, then resize the Control Panel window so you can see desktop changes

3. Double-click the **Display icon** 🖥 in the Control Panel, then click the **Desktop tab**
   The Display Properties dialog box opens, displaying the Desktop tab, as shown in Figure E-2.

4. Scroll through the Background list, then click **Coffee Bean**, or make another selection if this one is not available
   The preview window shows how the background will look on your screen. The Coffee Bean picture is a small picture, so you decide to tile it across the desktop.

5. Click the **Position list arrow**, then click **Tile**, if necessary
   The background picture appears tiled in the preview window.

6. Click **Apply**
   The background picture appears tiled on the desktop. When you click the Apply button, Windows performs the changes you've made and keeps the dialog box open so that you can select additional options.

7. In the Background list, click **(None)**
   The current color in the Color list appears in the preview window.

8. Click the **Color list arrow**, click a color in the list, then click **Apply**
   The color in the Color list appears in the preview window and on the desktop.

9. Select your original background picture or color to restore the desktop, then click **Apply**
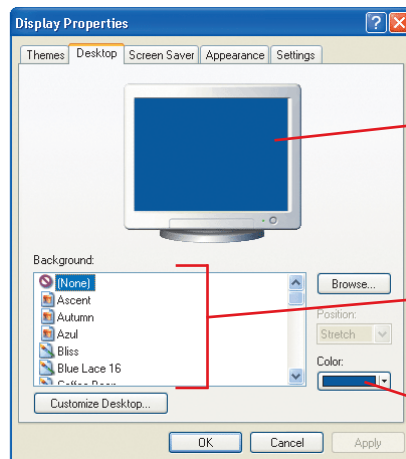   The Display Properties dialog box remains open.

FIGURE E-1: Control Panel window
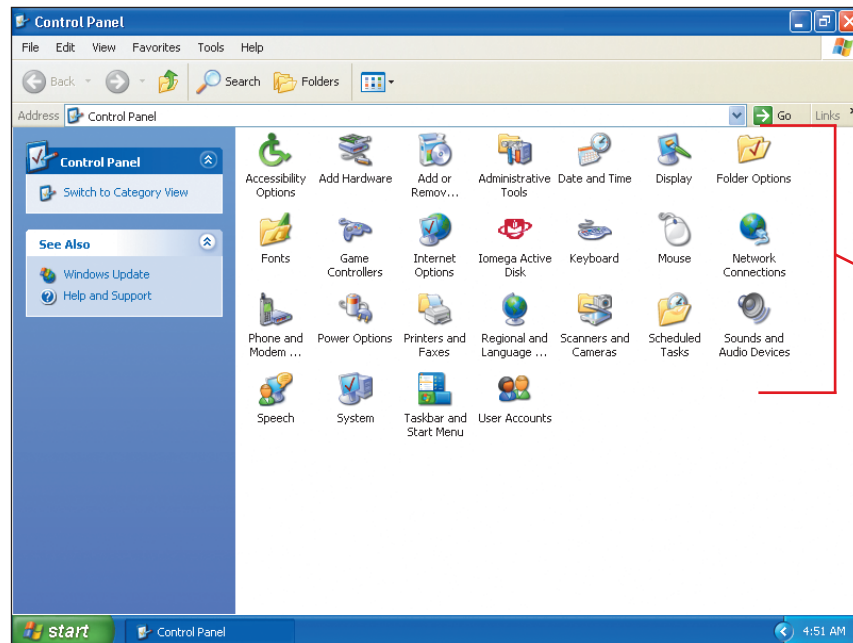
Depending on your computer, your icons might differ

FIGURE E-2: Display Properties dialog box with Desktop tab

Preview selected back-ground; yours may differ

Click an item to select a background

Color list arrow

CLUES TO USE

Setting a picture as the desktop background

Instead of using one of the pictures in the Background list on the Desktop tab in the Display Properties dialog box, you can select a picture on your hard disk or from a Web page as the desktop background. To set a picture as the background, right-click the picture you want to use in My Computer or Windows Explorer, then click Set as Desktop Background, or right-click the picture you want to use on a Web page in your Web browser, then click Set as Background. Acceptable formats for back-ground files are Bitmap (the format of a Paint file), JPEG (the format of an Internet graphic file), or HTM (the format of a Web page). You can use Paint or any graphics program to create new background designs or change existing ones. After you set a picture as the desktop background, the picture is added to the Background list on the Desktop tab in the Display Properties dialog box. When you use a picture from a Web page, it is saved in the Background list as Internet Explorer Background. Each new picture from a Web page you set as a background replaces the previous one. To access the files in the Background list, open the Windows folder, then the Web folder, then the Wallpaper folder, from which you can remove, rename, or modify them.

Unit E
Windows XP

Customizing the Desktop

Because more and more people are using the Internet, Windows allows you to view Web content on your desktop as you would in a **Web browser**, such as **Internet Explorer**, a program specifically designed to view Web content on the Internet. **Web items** are elements you can place on the desktop to access or display information from the Internet. For example, you can add a Web item to display stock prices or weather information continuously. When you place Web items on the desktop, they are active, which means the Web content is automatically updated as the content changes, while you're connected to the Internet. Using the Display Properties dialog box, you can customize the desktop to display the Web items you want to use. In addition, you can also customize the desktop to show or hide the icons My Documents, My Computer, My Network Places, or Internet Explorer.　John wants to learn how to customize the desktop.

Steps 1 2 3 4

1. On the Desktop tab of the Display Properties dialog box, click **Customize Desktop**
   The Desktop Items dialog box opens, displaying the General tab, as shown in Figure E-3. The General tab provides options to display and clean up desktop icons.

2. Click the **My Documents check box** to select it, then click the **My Computer check box** to select it if necessary
   The My Documents and My Computer icons are set to display on the desktop.

3. Click the **Web tab**
   The Web tab appears, as shown in Figure E-4. The Web tab provides a list of Web items and previews of those items. To enable or disable items on the desktop, you must click the Web item check boxes to select or deselect them.

4. Click any **Web item check box** (such as My Current Home Page) to select it, click **OK**, then click **Apply** in the Display Properties dialog box
   The Web item appears on the desktop. Some Web items require a connection to the Internet. If you don't currently have an Internet connection, you can still add a Web item to your desktop, and an error message will appear in the Web content window.

5. Click **Customize Desktop**
   The Desktop Items dialog box opens, displaying the General tab.

6. Click the **My Documents check box** to deselect it, then click the **My Computer check box** to deselect it if necessary to restore the desktop settings

7. Click the **Web tab**, click the same **Web item check box** you checked before to deselect it, then click **OK**
   You remove the Web item from the desktop.

8. Click **Apply**
   The Display Properties dialog box remains open, and the desktop appears as before.

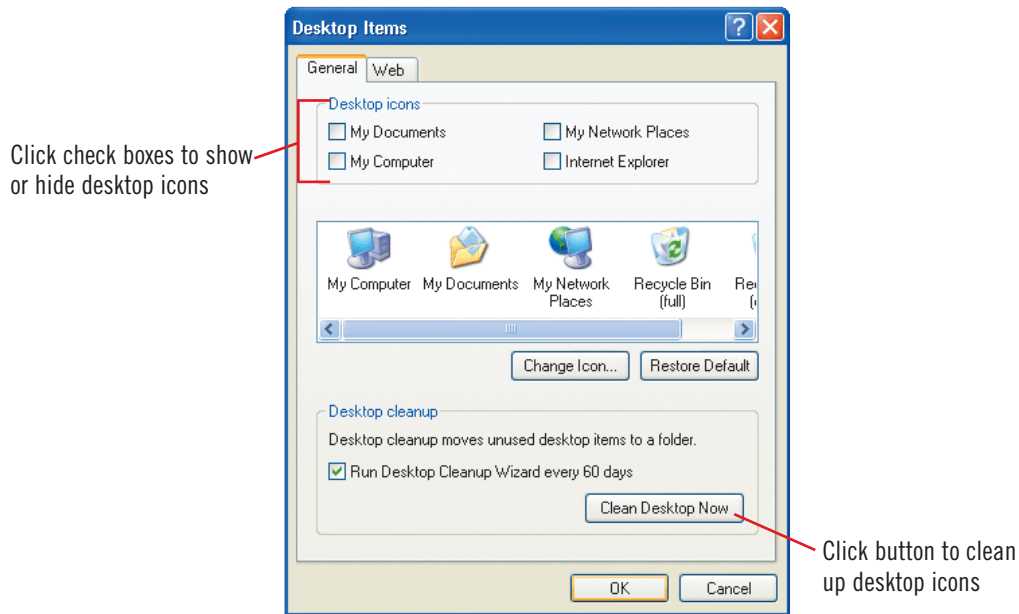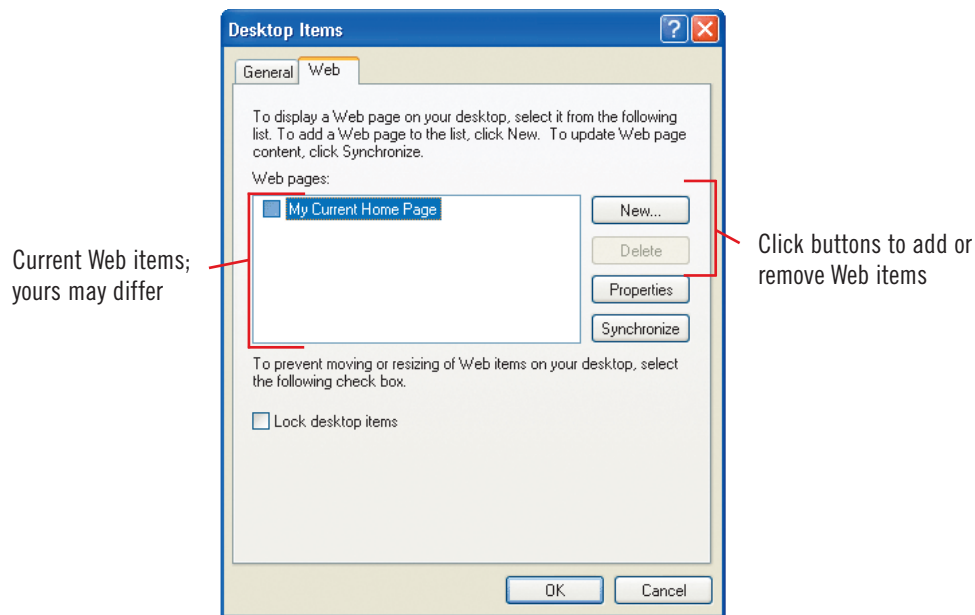**FIGURE E-3:** Desktop Items dialog box with General tab

Click check boxes to show or hide desktop icons

Click button to clean up desktop icons

FIGURE E-4: Desktop Items dialog box with Web tab

Current Web items; yours may differ

Click buttons to add or remove Web items

CLUES TO USE

Cleaning up the desktop

If your desktop gets cluttered with shortcut icons, you can use the Desktop Cleanup Wizard to move short-cuts that you don't use anymore into a folder. The wizard automatically runs every 60 days, or you can start it at any time. To start the wizard, double-click the Display icon 🖥 in the Control Panel in Classic View, click the Desktop tab, click Customize Desktop, then click Clean Desktop Now. Or, right-click an empty area of the desktop, point to Arrange Icons By, then click Run Desktop Cleanup Wizard. In the Desktop Cleanup Wizard dialog box, click Next, click the check boxes for the shortcuts you want to remove in the list to select them, click Next, then click Finish. Windows moves the selected shortcuts into the Unused Desktop Shortcuts folder on the desktop. If you don't want the wizard to run automatically every 60 days, click the Run Desktop Cleanup Wizard every 60 days check box to deselect it in the Desktop Items dialog box.

Changing the Desktop Appearance

You can change the entire appearance of the desktop by using desktop themes. A desktop **theme** changes the desktop background, screen saver, mouse pointers, sounds, icons, and fonts based on a set theme, such as baseball, science, sports, travel, or underwater. You can use one of the predefined desktop themes or create your own. If a theme isn't exactly what you want, you can change the appearance of colors, fonts, and sizes used for major window elements such as title bars, icons, menus, borders, and the desktop itself. You can change each item individually, or use a **scheme**, which is a predefined combination of settings that assures visual coordination of all items. Windows includes many predefined schemes, or you can create your own. When you create a custom scheme or modify an existing scheme, you save your changes with a unique name. ▨◢▬ Ray Adams, a visually impaired employee of Wired Coffee, needs the Windows classic display that he is more comfortable using and a display configuration with window elements larger than standard size. John decides to create a theme for Ray, who can switch to the theme whenever he uses the computer.

Steps 1234

1. Click the **Themes tab** in the Display Properties dialog box
   The Themes tab, shown in Figure E-5, allows you to change the appearance of several desktop elements at once.

2. Click the **Theme list arrow**, then click **Windows Classic**
   The Sample box changes to Windows Classic settings.

3. Click the **Appearance tab**
   The Appearance tab, shown in Figure E-6, allows you to change the appearance of individual desktop elements, such as the menu bar, message box, and selected text, or to select one of several predefined schemes that Windows provides, then modify it as necessary.

4. Click the **Color scheme list arrow**, then click **Windows Classic**
   The color scheme changes to Windows Classic.

5. Click the **Font size list arrow**, then click **Large**
   The font size for text in windows increases in size to make it easier to read.

6. Click **Apply**
   The desktop changes, and the dialog box remains open. Use the Apply button when you want to test your changes, and the OK button when you want to keep your changes and close the dialog box.

7. Click the **Themes tab**, click **Save As**, type **Ray** in the File name text box, then click **Save**
   You save the theme with the name Ray. Now, anytime Ray wants to use the computer, he can easily set up the computer for his needs by clicking the Theme list arrow, then selecting Ray.

8. Click **Delete** to remove the selected theme

9. Click the **Appearance tab**, click the **Windows and buttons list arrow**, click **Windows XP style**, then click **Apply**
   The desktop, windows, and buttons are restored to the Windows XP style and the Display Properties dialog box remains open.

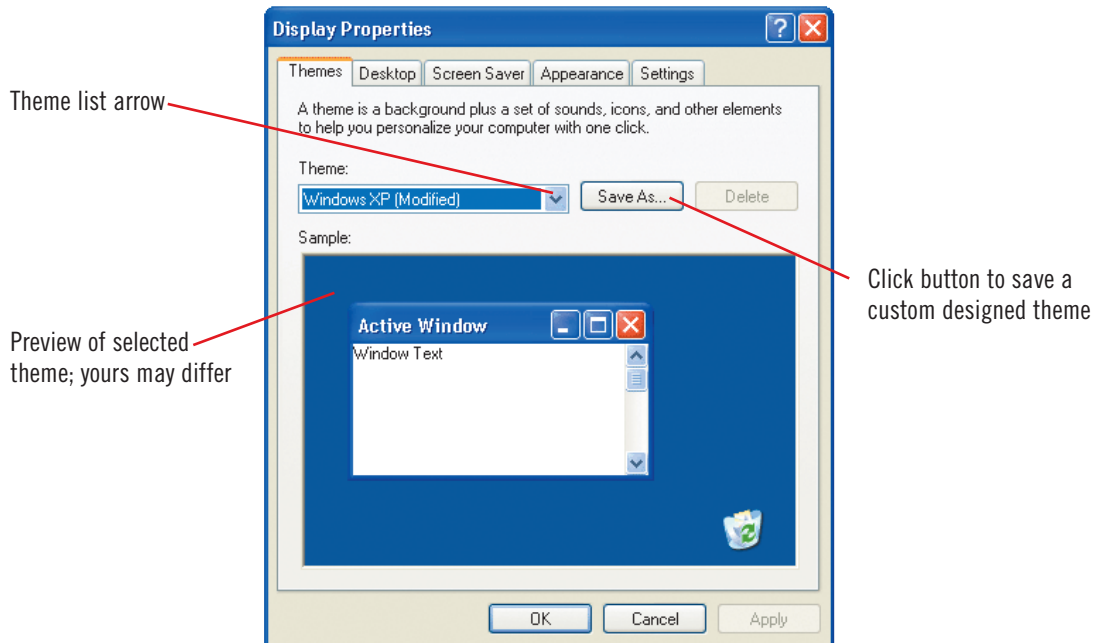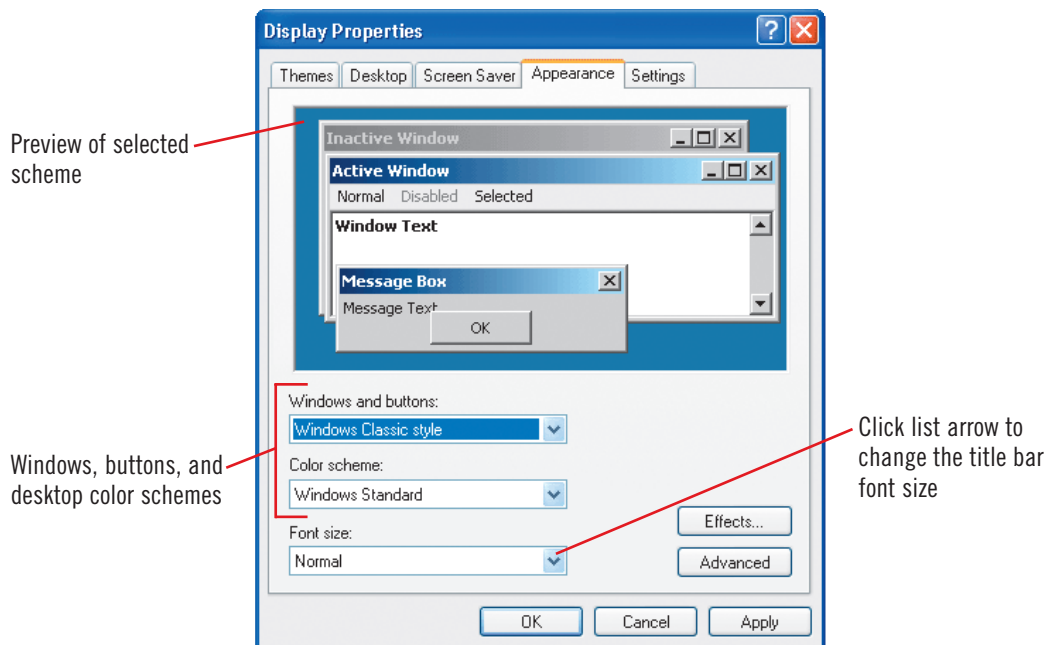**FIGURE E-5:** Display Properties dialog box with Themes tab

Theme list arrow

Click button to save a
custom designed theme

Preview of selected
theme; yours may differ

FIGURE E-6: Display Properties dialog box with Appearance tab

Preview of selected
scheme

Windows, buttons, and
desktop color schemes

Click list arrow to
change the title bar
font size

Adding sound effects

Besides customizing the desktop appearance of
Windows XP, you can also add sound effects to com-
mon Windows commands and functions, such as start-
ing and exiting Windows, printing complete, opening
and closing folders, or emptying the Recycle Bin. To
add sound effects, double-click the Sounds and Audio
Devices icon 🔊 in the Control Panel in Classic View,
then click the Sounds tab. In the Program events list,
click the event to which you want to apply a sound,
such as Start Windows. Click the Sounds list arrow,
then click the sound you want to link to the event. To
hear the sound, click the Play sound button to the right
of the Sounds list arrow. To save your settings into a
sound scheme, click Save As, type a name, then click
OK. When you're done, click OK to apply the sound
effect changes to Windows.

Changing Desktop Screen Settings

If you find yourself frequently scrolling within windows as you work or squinting to read small text, you might want to change the size of the desktop on your monitor. A monitor displays pictures by dividing the display screen into thousands or millions of dots, or pixels, arranged in rows and columns. The pixels are so close together that they appear connected. The **screen resolution** refers to the number of pixels on the entire screen, which determines the amount of information your monitor displays. A low screen resolution setting, such as 640 by 480 pixels (width by height), displays less information on the screen, but the items on the screen appear relatively large, while a high setting, such as 1024 by 768 pixels, displays more information on the screen, but the items on the screen appear smaller. You can also change the color quality. The higher the color quality, the more colors can be displayed, which requires greater system memory. The most common color quality settings are: 16-bit, which displays 768 colors, and 24-bit and 32-bit, both of which display 16.7 million colors. If you frequently leave your computer idle, with no movement on your screen for a long time, you should select a **screen saver**, a continually moving display, to protect your monitor from **burn-in**, which occurs when the same display remains on the screen for extended periods of time and becomes part of the screen. ➤ John wants to change the size of the desktop and set a screen saver to start when his computer remains idle for more than five minutes.

Steps 1 2 3 4

1. Click the **Settings tab** in the Display Properties dialog box
   The Settings tab, shown in Figure E-7, allows you to change the appearance of several desktop elements at once.

2. Drag the **Screen resolution slider** to a different setting
   The new desktop size appears under the slider and in the preview window.

3. Click **Apply**, then click **Yes** in the Monitor Settings dialog box to confirm the change if necessary
   The desktop screen size changes based on your screen resolution setting.

4. Click the **Screen Saver tab**
   The Screen Saver tab, shown in Figure E-8, allows you to select a screen saver.

> **QuickTip**
>
> When (None) is the selected screen saver, no matter how long your computer remains idle, no screen saver appears.

5. Click the **Screen saver list arrow**, then click **Marquee**
   The Marquee screen saver appears in the preview window. To assign a password to your screen saver, click the On resume, password protect check box or the On resume, display Welcome check box to select it, then click Apply.

6. Click **Settings** to open the Marquee Setup dialog box, type **Wired Coffee Company** in the Text text box if necessary, drag the **Speed scroll box** to the left (slowest speed), then click **OK**
   The options for the Marquee screen saver are set. Not all screen savers have settings.

> **QuickTip**
>
> To create your own screen saver slide show, click My Pictures Slideshow from the Screen saver list arrow, then click Settings to add pictures from your hard disk.

7. In the Wait box, click the **up arrow** or **down arrow** until it reads **5**
   Your computer will wait five minutes, during which it detects no mouse or keyboard activity, to begin the screen saver.

8. Click **Preview**, move the mouse or press any key to stop the preview, then click **Apply**
   When you preview the screen saver, the entire desktop displays the screen saver pattern.

9. Restore the screen saver to Windows XP, and the screen resolution on the Settings tab to its original settings, then click **OK**
   The Display Properties dialog box closes, and the screen saver and resolution settings are restored.

FIGURE E-7: Display Properties dialog box with Settings tab

Preview of selected screen resolution

Color quality list arrow

Display:
(Multiple Monitors) on ATI RAGE Mobility

Screen resolution slider

Click button to fix any monitor problems
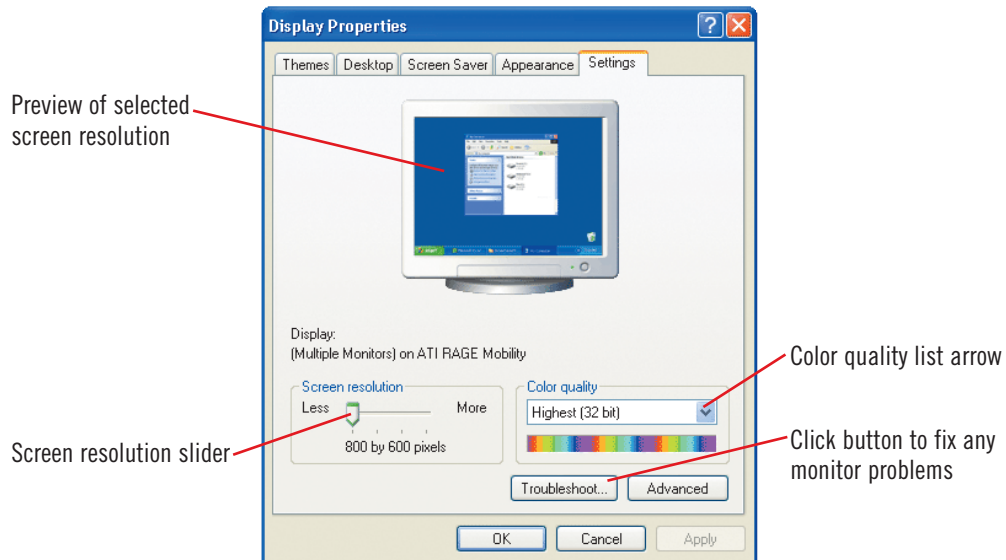
FIGURE E-8: Display Properties dialog box with Screen Saver tab

Preview window shows how the screen saver will look on your screen

Click button to preview the screen saver on your screen

Click button to customize selected screen saver

Time setting determines when a screen saver begins

The Home Edition command is "On resume, display Welcome screen"
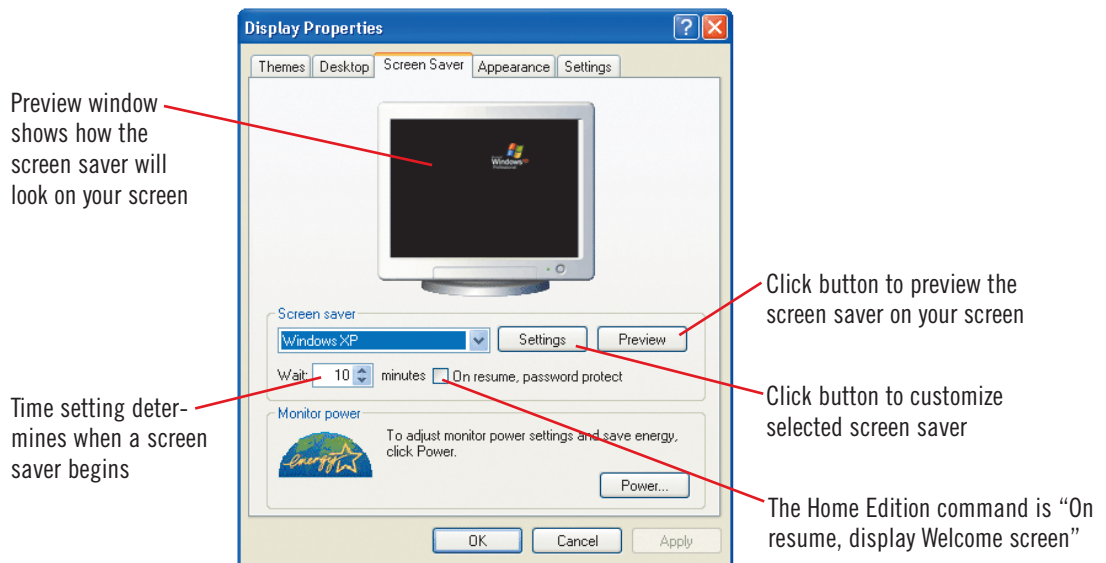
Using more than one monitor

You can increase the size of your workspace on the desktop and your productivity by adding another monitor to your computer. For example, you can work on a document in WordPad on one monitor and search for Web content in your Web browser on the other monitor. One monitor is the primary monitor, which displays the dialog boxes that appear when you start your computer and most programs, and the other monitor is the secondary monitor, which displays windows, icons, and programs you drag to it from the primary monitor. Before you can use more than one monitor, you need to install another **display adapter**, a hardware device that allows a computer to communicate with its monitor, on your computer that supports multiple monitors. After you install the display adapter according to the manufacturer's instructions and restart the computer, Windows detects the new device and installs the related software. In the Control Panel, double-click the Display icon in Classic View, click the Settings tab, click the monitor icon that represents the secondary monitor that you want to use, click the Extend my Windows desktop onto this monitor check box to select it, then click Apply to activate the secondary monitor. To arrange multiple monitors, click the monitor icons and drag them in the preview window to the positions you want. You can set different screen resolutions and color settings for each monitor.

Setting the Date and Time

The date and time you set in the Control Panel appear in the lower-right corner of the taskbar. Programs use the date and time to establish when files and folders are created and modified. To change the date and time, you modify the date and time settings on the Date & Time tab in the Date and Time Properties dialog box. When you modify the time, it is important to also verify or update the time zone setting on the Time Zone tab, which is used to accurately display creation and modification dates in a different time zone. In addition to changing the date and time, you can also change their appearance. This is handy if you work on documents from a different country or region of the world. To change the date and time display, you modify the date or settings on the Date/Time tab in the Regional Settings Properties dialog box. ✎ John is working on an international document and wants to change his date and time settings.

Steps 123 4

QuickTip

To open the Date and Time Properties dialog box quickly, double-click the time in the notification area on the taskbar.

1. Double-click the **Date and Time icon** 🕰️ in the Control Panel
The Date and Time Properties dialog box opens, displaying the Date & Time tab, as shown in Figure E-9. To change the date, you choose the month and year you want in the Date section, then click the day you want in the calendar. To change the time, you choose the time increment (hours, minutes, or seconds) you want to modify in the text box in the Time section, then type a new number or click the up or down arrow to select the new time.

2. Double-click the **current minute** in the text box in the Time section, click the **up arrow** three times, then click **Apply**
The new time appears in the running clock in the notification area.

QuickTip

If you have a connection to the Internet, you can click Update Now on the Internet Time tab to update the time on your computer with an accurate time on the Internet.

3. Click the **Time Zone tab**, click the list arrow, click **(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London**, then click **Apply**
The adjusted time appears in the running clock in the notification area.

4. Restore the time zone on the Time Zone tab and the time on the Date & Time tab to their original settings, then click **OK**
The Date and Time Properties dialog box closes.

QuickTip

To change regional format by language and country, click the Standards and formats list arrow, then click a language.

5. Double-click the **Regional and Language Options icon** 🌐 in the Control Panel
The Regional and Language Options dialog box opens, displaying the Regional Options tab, which shows sample number, currency, time, short date, and long date of the current format settings, as shown in Figure E-10.

6. Click **Customize**
The Customize Regional Options dialog box opens, displaying tabs that allow you to change the format and symbols used for numbers, currency, time, and date in your files and programs.
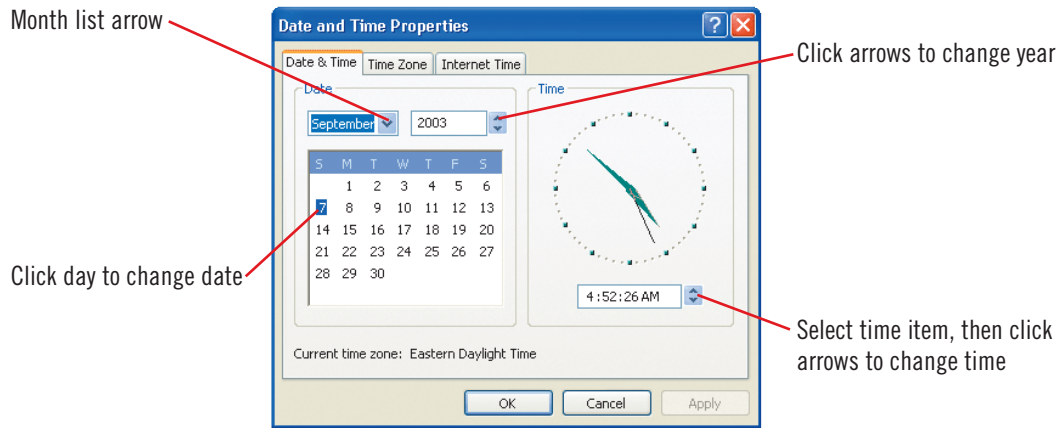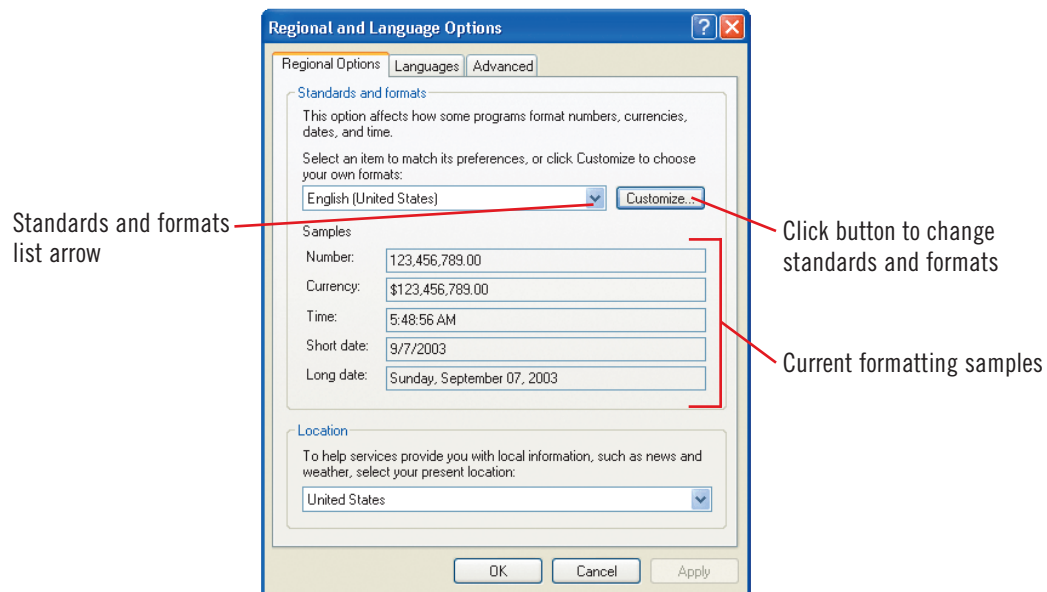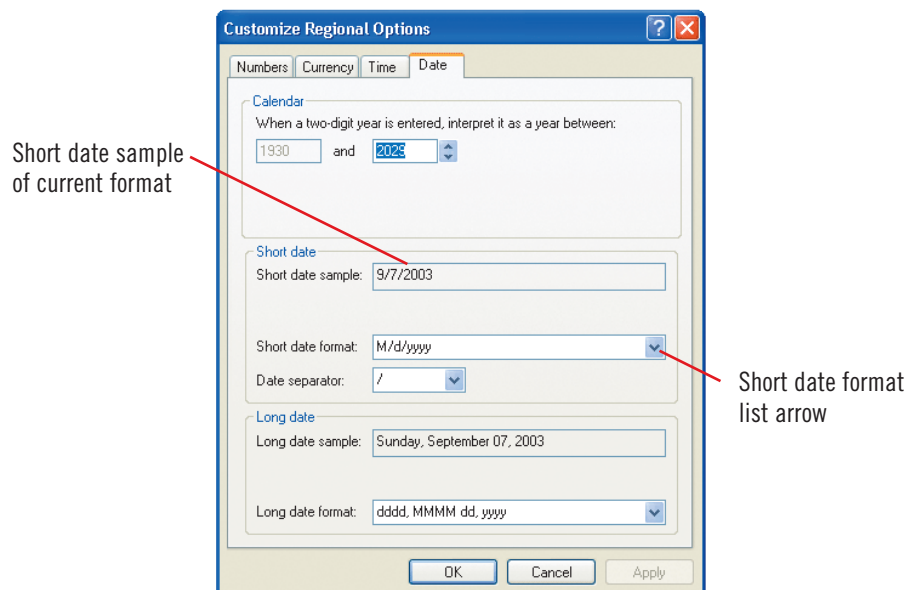
7. Click the **Date tab**
The Date tab appears, as shown in Figure E-11.

8. Click the **Short date format list arrow**, click **dd-MMM-yy**, then click **OK**
The short date format is changed and appears as 07-Sep-03, for example, in the Short date text box on the Regional Options tab.

9. Click **Cancel**
The Regional and Language Options dialog box closes and the short date format is restored to its original setting.

FIGURE E-9: Date and Time Properties dialog box with Date & Time tab

Month list arrow

Click arrows to change year

Click day to change date

Select time item, then click arrows to change time

FIGURE E-10: Regional and Language Options dialog box

Standards and formats list arrow

Click button to change standards and formats

Current formatting samples

FIGURE E-11: Customize Regional Options dialog box with Date tab

Short date sample of current format

Short date format list arrow

Working with Fonts

Everything you type appears in a **font**, or typeface, a particular design set of letters, numbers, and other characters. The height of characters in a font is measured in points, each point being approximately 1/72 inch, while the width is measured by **pitch**, which refers to how many characters can fit in an inch. You might have heard common font names, such as Times New Roman, Arial, Courier, or Symbol. Windows comes with a variety of fonts for displaying text and printing documents created with programs that are part of Windows, such as WordPad and Paint. Using the Fonts window, you can view these fonts, compare them to each other, see a sample of how a font appears when printed, and even install new fonts. Table E-1 lists the various font-related options on the Fonts toolbar and describes what they do. John wants to examine different fonts to prepare for a flyer he wants to create.

Steps 1234

1. Double-click the **Fonts icon** in the Control Panel, then click the **Maximize button** in the Fonts window if necessary

   The Fonts window opens. The window lists the fonts available on your system and indicates whether each is a TrueType, OpenType, or screen font. **TrueType** and **OpenType** fonts are outline (sometimes called vector or scalable) fonts based on a mathematical equation that creates resizable, or scalable, letters with smooth curves and sharp corners. OpenType is a newer technology and an extension of TrueType, but provides features such as multiplatform support and support for international characters. A **screen font** consists of **bitmapped characters**, which are small dots organized to form a letter. TrueType and OpenType fonts are designed for quality screen display and desktop printer output at any size, while screen fonts are designed for quality screen display and desktop printer output at only the font sizes installed on the computer. Besides the scalability, the main advantage of outline fonts over screen fonts is that they look better, the higher the resolution. Despite the advantages of outline fonts, small outline fonts do not look very good on low-resolution devices, such as display monitors.

2. Click **View** on the menu bar, then click **Hide Variations (Bold, Italic, etc.)**

   The main font styles appear in the Font window, as shown in Figure E-12.

3. Double-click the **Arial font icon**

   The window displays information about this font and shows samples of it in different sizes, as shown in Figure E-13.

4. Click **Print** in the Arial (OpenType) window, then click **Print** in the Print dialog box

   A copy of the font information prints.

5. Click **Done**

   The Arial (OpenType) window closes.

6. Click the **Similarity button** AB on the Fonts toolbar

   The Similarity tool helps you find fonts similar to the selected font. All the fonts are listed by how similar they are to Arial, the font listed in the List fonts by similarity to box. You can choose a different font to check which fonts are similar to it by clicking the List fonts by similarity to list arrow, then selecting the font you want to check.

7. Click the **Large Icons button** on the Fonts toolbar, then click the **Back button** Back on the Fonts toolbar

   You return to the Control Panel.
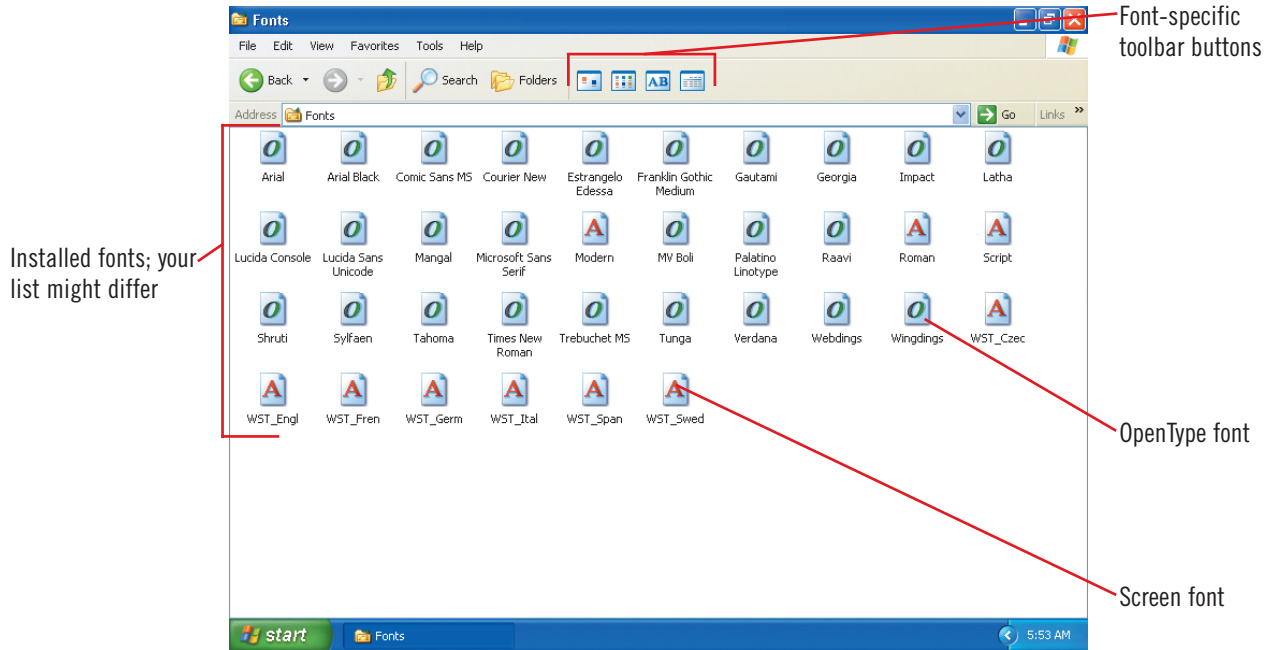
FIGURE E-12: Fonts window

Font-specific toolbar buttons

Installed fonts; your list might differ

OpenType font

Screen font

FIGURE E-13: Selected font and how it appears in different sizes

Click button to print displayed information

Font information

Sample sizes
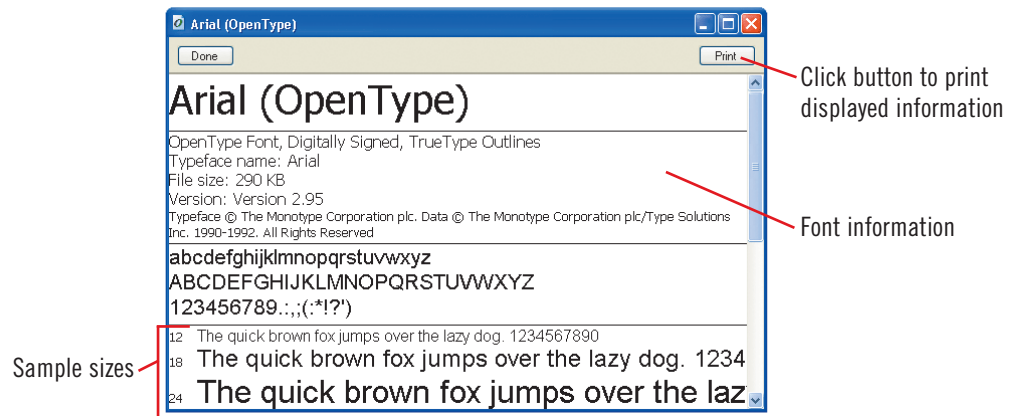
TABLE E-1: Font-related buttons on the toolbar

button	description
	Lists fonts by large icon
	Lists fonts alphabetically
	Lists fonts by similarity to the selected font
	Lists details of fonts, including filename, font name, size, and date last modified

CLUES TO USE

Installing a font

Although many fonts come with Windows, you can purchase additional fonts and install them easily. To install a new font, click Install New Font on the File menu in the Fonts window, in the Add Fonts dialog box indicate the location of the font you want to install (on the hard drive, a network, or a floppy disk drive), then click OK. This installs the new font so that it's available in the Fonts window of the Control Panel and with all your Windows programs.

Unit E
Windows XP

Adding a Scheduled Task

Task Scheduler is a tool that enables you to schedule tasks such as Disk Cleanup, a program that removes unnecessary files, to run regularly, at a time convenient for you. Task Scheduler starts each time you start Windows. When Task Scheduler is running on your computer, its icon appears next to the clock on the taskbar. You can double-click the Task Scheduler icon 🕐 on the taskbar in the notification area to open Task Scheduler. With Task Scheduler, you can schedule a task to run daily, weekly, monthly, or at certain times (such as when the computer starts or idles), change the schedule for or turn off an existing task, or customize how a task runs at its scheduled time. Before you schedule a task, be sure that the system date and time on your computer are accurate, as Task Scheduler relies on this information to run. ✎ John schedules a task to scan his hard disk for corrupted files.

Steps 1234

1. Double-click the **Scheduled Tasks icon** 📂 in the Control Panel
   The Scheduled Tasks window opens, as shown in Figure E-14.

2. Double-click the **Add Scheduled Task icon** 🔲, then click **Next** in the Scheduled Task Wizard dialog box
   The Scheduled Task Wizard displays a list of programs you can schedule to run. If the program or document you want to use is not in the list, click Browse to locate the program on your disk drive or network.

3. In the list of programs, click **Disk Cleanup**, then click **Next**
   The next Scheduled Task Wizard dialog box opens, as shown in Figure E-15, asking you to name and select when you want the task to start.

4. Click the **Weekly option button**, then click **Next**
   The next Scheduled Task Wizard dialog box opens, asking you to select the time and day you want the task to start.

5. In the Start time box, click the **minutes** in the Start time text box, change the time to one minute ahead of the current time, click the current **day of the week check box** to select it, then click **Next**
   Depending on your Windows setting, the next Scheduled Task Wizard dialog box might ask you to enter the name and password of the current user.

6. If asked to enter your password, type your **password** in the Enter the password box, press **[Tab]**, type your **password** in the Confirm password text box, then click **Next**

7. Click **Finish**
   The scheduled task appears in the Scheduled Task window, as shown in Figure E-16.

8. Wait for the clean disk operation to begin, then click **Cancel** in the dialog box
   If you don't know the password, the scheduled task will not run. To be notified when a scheduled task does not run, click Advanced on the menu bar, then click Notify Me of Missed Tasks to select it.

9. Right-click the **Disk Cleanup icon**, click **Delete**, click **Yes** to delete the icon to the Recycle Bin, then click the **Close button** on the Scheduled Tasks window
   You deleted the scheduled task, and the Scheduled Tasks window closes.
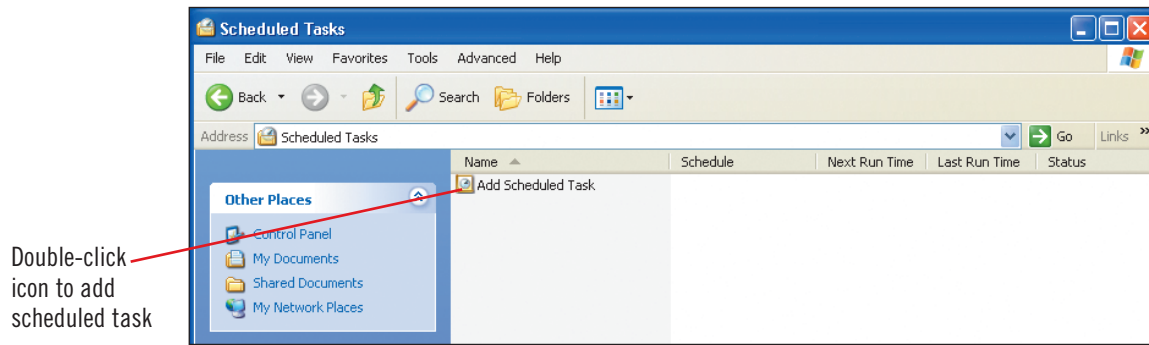
FIGURE E-14: Scheduled Tasks window

Double-click icon to add scheduled task

FIGURE E-15: Scheduled Task Wizard
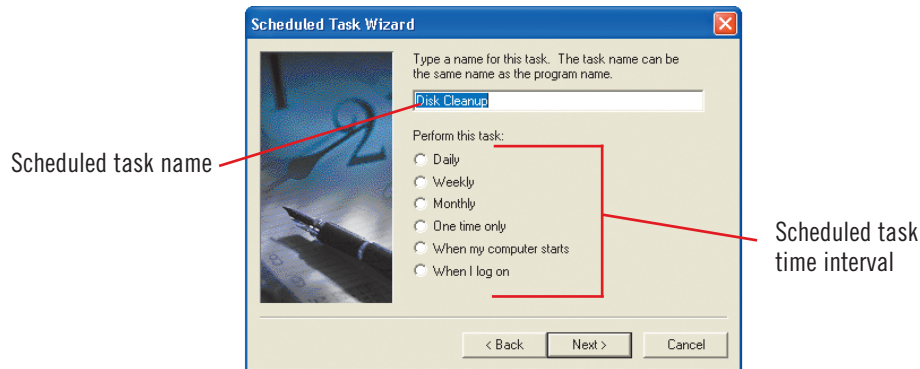
Scheduled task name

Scheduled task time interval

FIGURE E-16: Task added to Scheduled Tasks window

Scheduled task

Detailed information about scheduled tasks
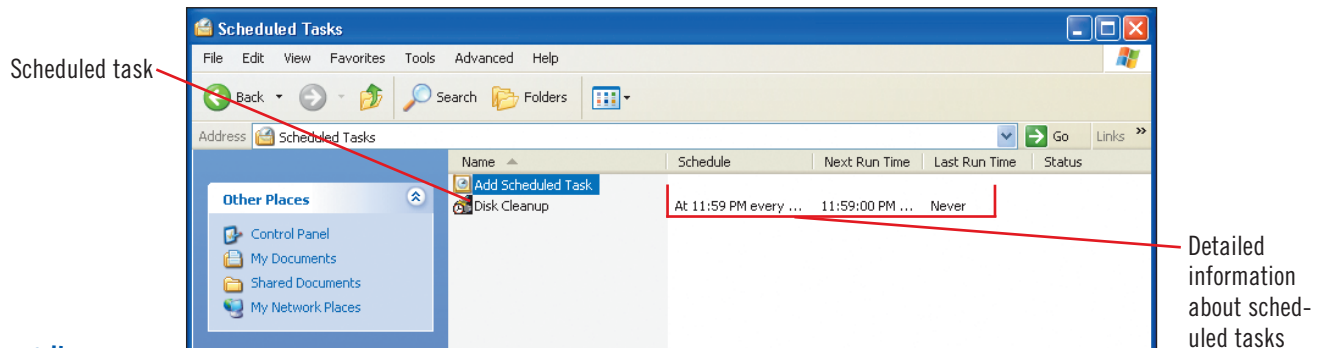
Adding new hardware and software to Windows

You can add new hardware, such as a printer, and add or remove programs by using tools in the Control Panel. The Add Hardware Wizard and Add/Remove Programs dialog box walk you through the necessary steps. To start the add new hardware procedure, double-click the Add Hardware icon in the Control Panel, then navigate through the Add Hardware Wizard, making the appropriate selections, and clicking Next to move forward, then clicking Finish when complete. To add or remove a program, double-click the Add or Remove Programs icon, click Add New Programs in the Add or Remove Programs window, click CD or Floppy, then follow the prompts. In both cases, Windows should recognize that new hardware needs to be added or that an installation file needs to be executed. To install a Windows accessory or feature, such as Character Map or Desktop Wallpaper, click Add/Remove Windows Components in the Add or Remove Programs window, double-click a category if necessary, click the check box next to the accessory or feature you want to install, then click OK (you might be asked to insert your Windows installation CD). When you install a new program on your computer, the Start menu highlights the menus you need to click to start the program.

Customizing the Taskbar

Windows XP

The taskbar is initially located at the bottom of the Windows desktop, and is most often used to switch from one program to another. As with other Windows elements, you can customize the taskbar; for example, you can change its size and location, customize its display, or add or remove toolbars to help you perform the tasks you need to do. If you need more room on the screen to display a window, **Auto-hide** can be used to hide the taskbar automatically when it's not in use. If icons in the notification area are hidden when you want to see them, you can customize the notification area to always show the icons you want to use. ✏️ John removes and adds a toolbar to the taskbar, then he learns how to hide the taskbar and show icons in the notification area.

Steps 1 2 3 4

1. Place the mouse pointer in an empty area of the taskbar, right-click the **taskbar**, then point to **Toolbars**

   The Toolbars submenu appears, as shown in Figure E-17. You can add or remove a variety of existing toolbars to the taskbar or create a new one.

2. Click **Quick Launch** to select it if a check mark doesn't appear next to it

   You added the Quick Launch toolbar to the taskbar.

3. Right-click an empty area of the taskbar, then click **Properties**

   The Taskbar and Start Menu Properties dialog box opens, displaying the Taskbar tab, as shown in Figure E-18. The Taskbar tab allows you to lock and unlock the taskbar, keep the taskbar visible, group similar taskbar buttons together in one button, and show or hide items, such as the Quick Launch toolbar, clock, and notification icons, on the taskbar.

4. Click the **Auto-hide the taskbar check box** to select it, click the **Show Quick Launch check box** to deselect it, then click **Apply**

   You hid the taskbar at the bottom of the screen and removed the Quick Launch toolbar from the taskbar.

5. Click **Customize**

   The Customize Notifications dialog box opens.

6. Click an item in the list, click the **list arrow** as shown in Figure E-19, click **Always show**, then click **OK**

   The Customize Notifications dialog box closes.

7. Click **Apply**, then move the mouse pointer to the bottom of the screen

   The icon you set to always show appears in the notification area. While the mouse pointer is at the bottom of the screen, the taskbar appears. When you move the mouse pointer up, the taskbar is hidden.

8. In the Taskbar and Start Menu Properties dialog box, click the **Auto-hide the taskbar check box** to deselect it

9. Click **Customize**, click the same item in the list you modified earlier, click the **list arrow**, click **Hide when inactive**, then click **OK** twice

   The Auto-hide feature is turned off and the notification icons are hidden when inactive.

QuickTip

To open the Taskbar and Start Menu Properties dialog box from the Control Panel in Classic View, double-click the Taskbar and Start Menu icon.

QuickTip

To hide the clock in the notification area, click the Show the clock check box to deselect it in the Taskbar and Start Menu Properties dialog box.

FIGURE E-17: Adding a toolbar to the taskbar

Quick Launch toolbar will appear here

Right-click empty area to display menu

Click menu item to add or remove a toolbar; your options might differ

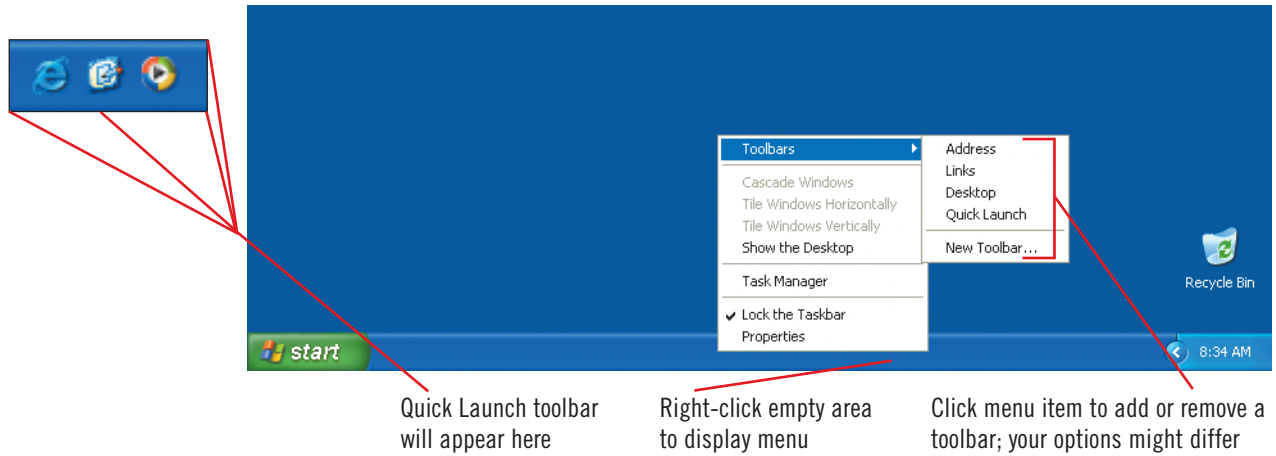**FIGURE E-18:** The Taskbar and Start Menu Properties dialog box with Taskbar tab

Click check box to activate Auto-hide

Click button to customize notification area
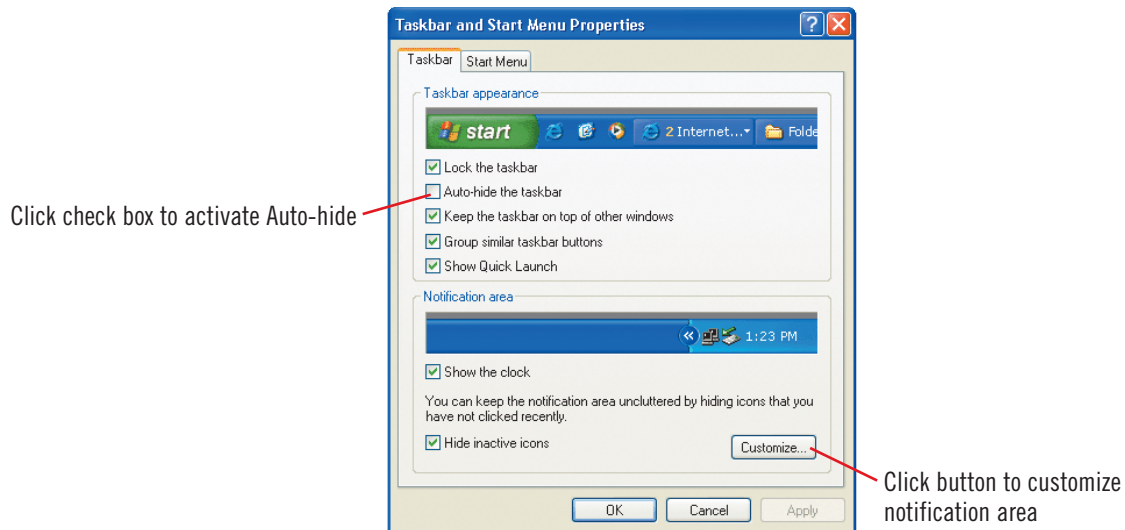
FIGURE E-19: Customize Notifications dialog box

Click list arrow to change how icons appear

Select item to display list arrow

Click button to set default options
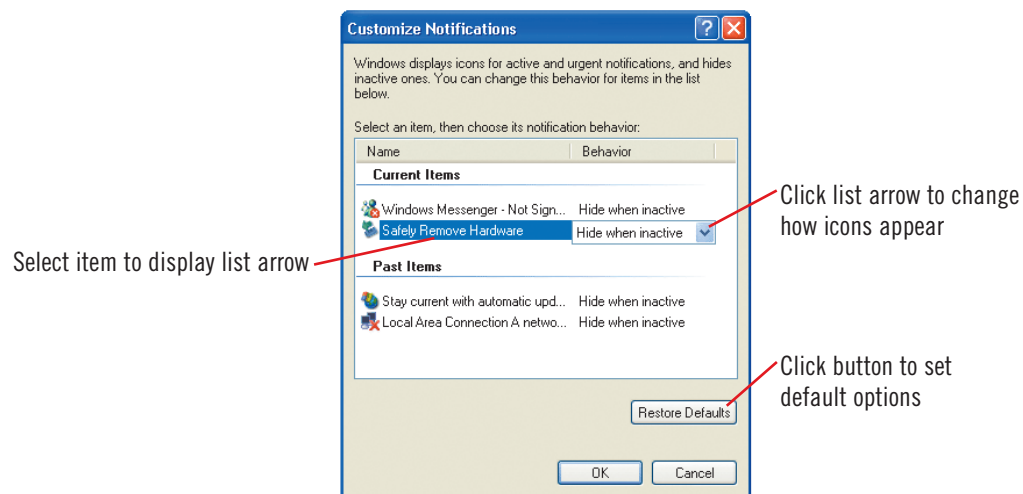
Customizing the Start Menu

You can add shortcuts to programs, files, or folders to the Start menu so that you can simply click the Start button, then click the item you want on the Start menu. Adding too many items to the Start menu defeats the purpose, so only add icons for your most frequently used programs and files. To customize the Start menu further, you can display additional menu items on the Start menu. You can also extend a submenu from the Control Panel, Printers, or Network Connections menu items. ✎ Because John works with the Calculator program often, he decides to add it to the Start menu.

Steps 1 2 3 4

1. Click the **Start button** on the taskbar, point to **All Programs**, point to **Accessories**, then point to the **Calculator**, but do not click it
   The Accessories submenu appears with the Calculator program highlighted.

2. Right-click the **Calculator program** as shown in Figure E-20, then click **Pin to Start menu**
   The Calculator program appears above the separation line on the Start menu in the permanent menu items section. The menu item stays on the Start menu until you remove it.

3. Click outside the Start menu to close it, right-click the **Start button** on the taskbar, then click **Properties**
   The Taskbar and Start Menu Properties dialog box opens, displaying the Start Menu tab, which allows you to choose the Start menu style you want: either Start menu (for Windows XP) or Classic Start menu. The Start menu option for Windows XP is selected by default.

4. Click the **Start menu option** button if necessary, then next to Start menu, click **Customize**
   The Customize Start Menu dialog box opens, displaying the General tab, which allows you to select an icon size for programs, clear the list of recently used programs on the Start menu, indicate the number of programs you want to see on the list, and specify the Internet and E-mail programs to use when you click Internet or E-mail on the Start menu.

5. Click the **Advanced tab**
   The Advanced tab appears, as shown in Figure E-21. The Advanced tab allows you to modify the way menus appear on the Start menu, add and remove Windows commands to and from the Start menu, and select options to access documents you opened most recently.

6. In the Start menu items list, click the **Display as a menu option button** under Control Panel, click **OK**, then click **Apply** in the Taskbar and Start Menu Properties dialog box
   The customized Control Panel option is applied to the Start menu, and the Taskbar and Start Menu Properties dialog box remains open.

7. Click the **Start button** on the taskbar, then point to **Control Panel** to display the submenu of Control Panel options
   The Control Panel menu options correspond to the icons in the Control Panel window.

8. Right-click **Calculator** on the Start menu, then click **Remove from This List**
   The Calculator program is removed from the Start menu.

9. Click **Customize** in the Taskbar and Start Menu Properties dialog box, click the **Advanced tab**, click the **Display as a link option button** under Control Panel in the Start menu items list, then click **OK** twice
   The Taskbar and Start Menu Properties dialog box closes, and the Start menu is restored.

FIGURE E-20: Adding a program to the Start menu
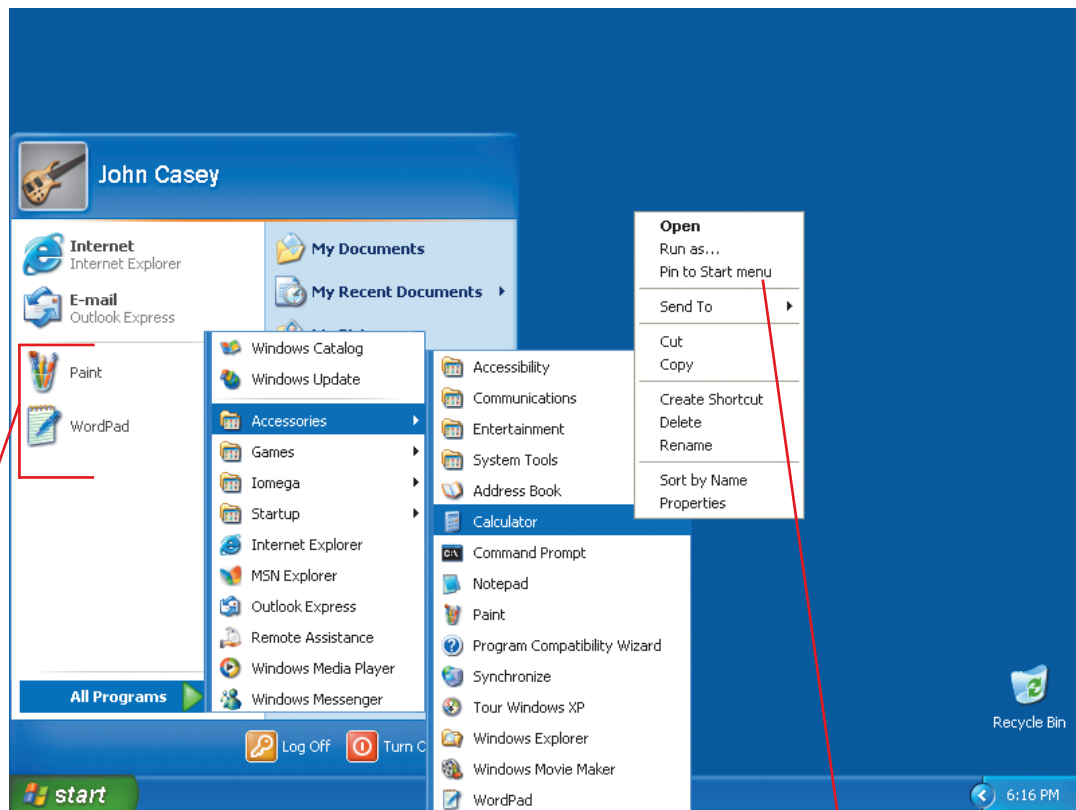
Frequently used
programs list

Click menu item to permanently
add to the Start menu

FIGURE E-21: Customize Start Menu dialog box with Advanced tab
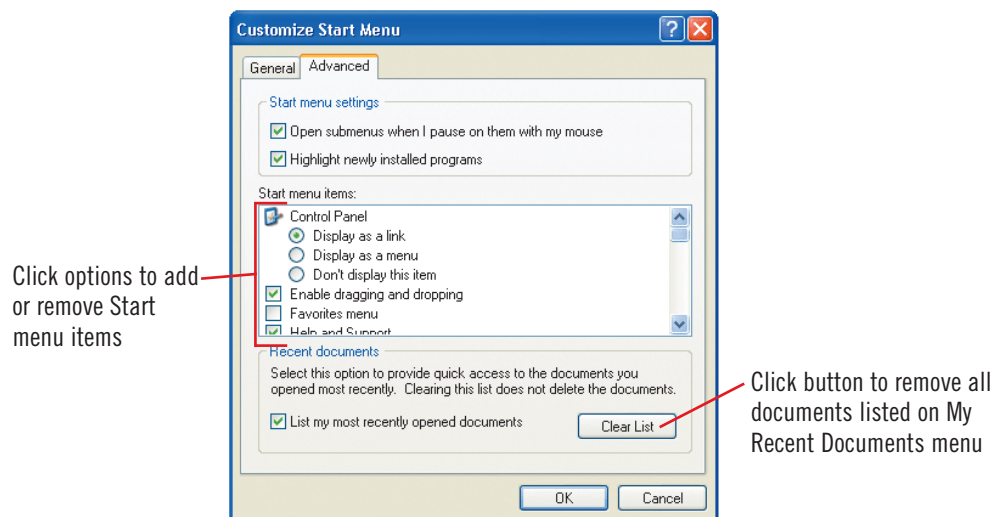
Click options to add
or remove Start
menu items

Click button to remove all
documents listed on My
Recent Documents menu

CLUES TO USE

Rearranging Start menu items

If you don't like the location of an item on the Start menu, you can move the item to a different location by dragging it. A thick black line appears as you move the mouse pointer, indicating the new location of the item. For example, to move the Windows Explorer

menu item from the Accessories submenu to the Start menu, open the Accessories submenu on the All Programs submenu, then drag the Windows Explorer item to the left column of the Start menu in the pinned section above the separator line.

Practice

▶ Concepts Review

Label each element of the screen shown in Figure E-22.
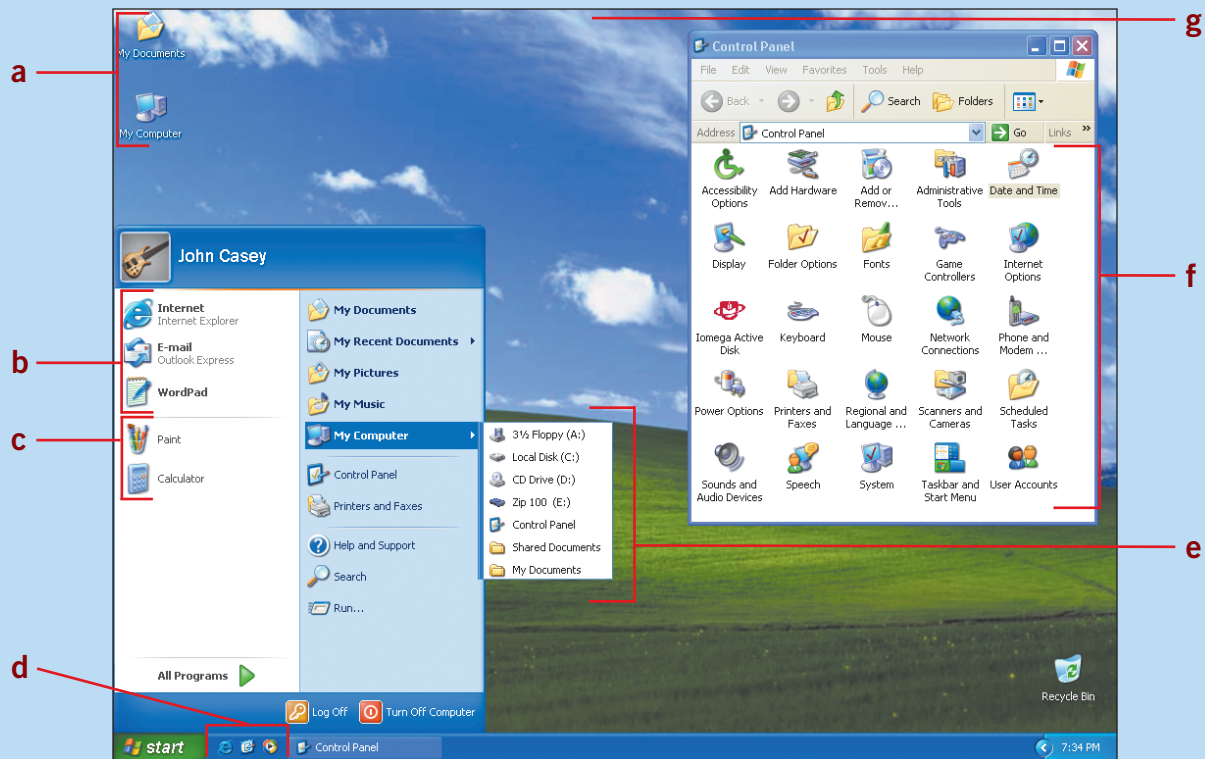
1. Which element points to desktop icons?
2. Which element points to the Quick Launch toolbar?
3. Which element points to an expanded menu?
4. Which element points to recently used programs?
5. Which element points to pinned programs?
6. Which element points to Windows customization utilities?
7. Which element points to the desktop background?

Match each term with the statement that describes its function.

8. **Background**   a. Preset designs for the desktop
9. **Screen saver**   b. Used to start programs and open documents
10. **Color schemes**   c. Used to change properties of various elements of a computer
11. **Control Panel**   d. Preset combinations of desktop colors
12. **Start menu**   e. Used to prevent damage to the monitor

Select the best answers from the following lists of choices.

13. **To customize the desktop, you need to open the:**
    a. Desktop Settings dialog box.
    b. Custom Desktop dialog box.
    c. Folder Options dialog box.
    d. Display Properties dialog box.

14. **An Internet document or Paint file used as a background is called (a):**
    a. Display.
    b. Shortcut.
    c. Web item.
    d. Wallpaper.

15. **Which of the following screen resolutions displays screen elements the largest?**
    a. 640 by 480 pixels
    b. 1024 by 768 pixels
    c. 1280 by 1024 pixels
    d. 1600 by 1200 pixels

16. **Which of the following color quality values displays the smallest number of colors?**
    a. 16-bit
    b. 24-bit
    c. 32-bit
    d. All the same

17. **Which of the following fonts consists of bitmapped characters?**
    a. TrueType
    b. Screen
    c. OpenType
    d. Outline

▶ Skills Review

1. **Change the desktop background.**
   a. Open the Display Properties dialog box.
   b. Change the background to Santa Fe Stucco, then apply the change.

2. **Customize the desktop.**
   a. Open the Desktop Items dialog box.
   b. Display the My Documents, My Computer, and My Network Places icons on the desktop.
   c. Display the Web tab, select a Web item, then apply the desktop changes.
   d. Restore the desktop icons and the Web item to their original state, then apply the changes.

3. **Change the desktop appearance.**
   a. Display the Themes tab in the Display Properties dialog box. Change the theme to Windows Classic.
   b. Display the Appearance tab. Change the color scheme to Windows Classic, then apply the desktop changes.
   c. Save the theme as **Windows Classic 2**.
   d. Change the theme to Windows XP, then apply the desktop change.
   e. Delete the Windows Classic 2 theme (*Hint:* Select the theme from the Theme list, then click Delete).
   f. Display the Desktop tab, change the background to (None) if necessary, then apply the desktop change.

4. **Change desktop screen settings.**
   a. Display the Settings tab.
   b. Change the Screen resolution to a different setting, then apply the change.
   c. Display the Screen Saver tab. Select the 3D Pipes screen saver, then preview it.
   d. Restore the screen resolution and screen saver to their original settings.
   e. Close the Display Properties dialog box.

5. **Set the date and time.**
   a. Open the Date and Time Properties dialog box.
   b. Change the time to three hours ahead, then apply the change.
   c. Display the Internet Time tab, then update the time (only if you have an Internet connection). Otherwise, change the time back three hours. Close the Date and Time Properties dialog box.

6. **Work with fonts.**
   a. Open the Fonts window.
   b. Double-click a Times New Roman icon. Print the font information.
   c. Close the Times New Roman and Fonts windows.

7. **Add a scheduled task.**
   a. Open the Scheduled Tasks window. Start the Scheduled Task Wizard.
   b. Schedule a task for Character Map, or another available program, with the One time only option, then continue.
   c. Change the time to one minute ahead, select the current day, then continue.
   d. If necessary, type your password, press [Tab], type your password again, then continue.
   e. Finish creating the task, wait for the task to take place, then close the program window.
   f. Delete the scheduled task, then close the Scheduled Tasks window.

8. **Customize the taskbar.**
   a. Display the Quick Launch toolbar on the taskbar.
   b. Open the Taskbar and Start Menu Properties dialog box.
   c. Select the Auto-hide feature and hide the Quick Launch toolbar.
   d. Set any notification icon to display all the time, then apply the changes.
   e. Move the mouse pointer to the bottom of the screen.
   f. Deselect the Auto-hide feature, then restore defaults for the notification icon.
   g. Apply the changes, then close the Taskbar and Start Menu Properties dialog box.

9. **Customize the Start Menu.**
   a. Point to the Paint program on the Accessories submenu on the Start menu.
   b. Pin the Paint program to the Start menu.
   c. Open the Taskbar and Start Menu Properties dialog box, then display the Advanced tab on the Customize Start Menu dialog box. Show the Favorites menu on the Start menu, then apply the change.
   d. Display the Start menu with the changes.
   e. Remove the Paint program from the Start menu, then hide the Favorites menu.
   f. Close the Taskbar and Start Menu Properties dialog box and the Control Panel.

▶ Independent Challenge 1

As owner of a small optical laboratory, you are trying to abide by the Americans with Disabilities Act, which states that employers should make every reasonable effort to accommodate workers with disabilities. One worker is visually impaired. Customize the Windows desktop for this employee so that it is easier to work in, desktop items are easier to see and read, and desktop colors strongly contrast with each other. Save this custom configuration.

   a. Open the Display Properties dialog box from the Control Panel.
   b. Change the background to a dark green color.
   c. Set the screen saver for one minute, so you can show employees how it works without waiting too long.
   d. On the Appearance tab, set the Font size to Extra Large Fonts and the Color scheme to Olive Green.
   e. Set the screen resolution to the lowest setting to make it easier for employees to see.
   f. Save the theme as **Visible**, then apply the changes.
   g. Print the screen. (Press [Print Screen] to make a copy of the screen, open Paint, click Edit on the menu bar, click Paste to paste the screen into Paint, then click Yes to paste the large image, if necessary. Click the Text button on the Toolbox, click a blank area in the Paint work area, then type your name. Click File on the menu bar, click Page Setup, change 100 % normal size to 50% in the Scaling area, then click OK. Click File on the menu bar, click Print, then click Print.)
   h. Delete the scheme Visible, then apply the Windows XP theme.
   i. Set the screen saver for five minutes and restore the screen resolution if necessary.

► Independent Challenge 2

You accepted a temporary consulting job in Rome, Italy. After moving into your new home and unpacking your stuff, you decide to set up your computer. Once you set up and turn on the computer, you decide to change the date and time settings and other regional and language options to reflect Rome, Italy.

    a. Open the Control Panel, click Switch to Classic View if necessary, then open the Date and Time Properties dialog box.

    b. Click the Time Zone tab, then click the Time Zone list arrow.

    c. Select Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna from the list (scroll if necessary).

    d. Click the Date & Time tab, change the month and year to June 2003, then click Apply.

    e. Print the screen. (See Independent Challenge 1, Step g, for screen printing instructions.)

    f. Open the Regional and Languages Options dialog box.

    g. On the Regional Options tab, set the language formats to Italian (Italy).

    h. Print the screen. (See Independent Challenge 1, Step g, for screen printing instructions.)

    i. Restore the original date and time zone settings and the regional and language options to English (United States).

    j. Close the Control Panel window.

► Independent Challenge 3

As system administrator of a small computer network for a chain of specialty book stores, you want to make sure all the computers don't lose important data. To accomplish this goal, you need to set up a scheduled task to backup the hard disk drives of all computers on a weekly basis.

    a. Open the Scheduled Tasks window.

    b. Schedule the Backup program as a task.

    c. Schedule the task for a monthly time period.

    d. Set the time one minute ahead of the current time.

    e. When the Backup program task appears in the Scheduled Tasks window, print the screen. (See Independent Challenge 1, Step g, for screen printing instructions.)

    f. Delete the Backup scheduled task.

► Independent Challenge 4

As owner of Holly's Office Supply, you need to make your business computers easier for your employees to use. One way to do that is to add programs to the Start menu. Your employees use WordPad almost exclusively, and they also use the same documents quite often.

    a. Create a memo to employees about the upcoming company picnic using WordPad, then save the memo as **Company Picnic Memo** in the drive and folder where your Project Files are located.

    b. Close the memo and WordPad.

    c. Add the WordPad program to the Start menu as a pinned item.

    d. Create a shortcut to the Company Picnic Memo file and add it to the Start menu as a pinned item.

    e. Extend the My Computer menu item on the Start menu to display a submenu.

    f. Open the Start menu and point to My Computer.

    g. Print the screen. (See Independent Challenge 1, Step g, for screen printing instructions.)

    h. Open the Company Picnic Memo from the Start menu.

    i. Remove all the shortcuts you created on the Start menu and restore the My Computer menu item to its original state.

▶ Visual Workshop

Re-create the screen shown in Figure E-23, which displays the Windows desktop, then print the screen. Your user name on the Start menu, icons in the Control Panel, and background name (Windows XP Professional) might differ. (See Independent Challenge 1, Step g, for screen printing instructions.)

FIGURE E-23